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ABSTRACT

Facility requirements outlined include a location accessible to students and staff; specific furniture design for a guidance information center and counseling rooms; furniture for storing equipment and records; and how to avoid planning faults. Photographs are included of some of the furnishings, and sketches show building floor plans of guidance units for three different school sizes. (Photographs may reproduce poorly.) (MLF)

ED 085903

Suggestions for Guidance Centres for Secondary Schools

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Ontario Department of Education
Division of School Planning and Building Research
in conjunction with
The Guidance Services Division

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1. General Requirements

Because principals, vice-principals and counsellors must have ready access to student records and also because frequent communication is required between administrative officers and guidance personnel, Guidance Service Headquarters should be located next to and connected with the General Administrative Office. There should be direct access from the corridor also, so that students may enter without having to pass through the general office.

2. Facilities

a) There should be one counselling office for each 500 pupils; each office should have an area of approximately 80 sq. ft. It is suggested that the office of the head of the department be 120 sq. ft. in area.
b) The Guidance Information Centre should have information openly displayed. The guidance secretary should be located in this area. The area of this space will depend on the size of the school concerned; however, reference should be made to the sketches included in this document.
c) A classroom for group guidance should be located near the counselling offices. As well as chalkboard, there should be generous provision of bulletin board space for displays of educational and occupational information. Cupboards and shelves for storage of reference materials are also required.

Because films and filmstrips are used so frequently in guidance, some system of darkening the classroom windows should be provided.

3. Furnishings

a) Guidance Information Centre

This area should contain a desk and chair for the secretary, a telephone, table and chairs (the number depending upon the school enrolment), bookcase, display racks for pamphlets, tackboard area, univer-

sity calendar rack and cabinets or bins equipped with guides and filing folders which will hold occupational, educational and general information. These bins should be as shown on Sketch D[1]. More than one person may browse through the files at the same time; all the information is presented in one broad area and bins are each of height and width to accommodate a letter-size folder.

The storage space beneath should have doors to keep it dust free and may be used for secretarial supplies, class sets of booklets, tests (if locked), or it may be built with slots to hold posters, etc.

The hinged lid that covers the folders at night should be open at all times during the school day. The inside of the lid is a bulletin board, to which may be tacked the most recent additions to the file, directions for removing and returning material, etc.

The unit may be on wheels or stationary, depending upon the use to which it is put.

b) Counselling Rooms

The department head should have a room large enough to accommodate three or four persons. This room should be provided with a suitable desk and chair for the counsellor, comfortable chairs for visitors, a book shelf, a tape recorder and a low table for students' books. A filing cabinet is needed to allow for storage of correspondence, specimen sets of tests, class surveys, research, statistical data, mimeographed material, lesson plans, etc.

Other counselling rooms should be similarly furnished but may be smaller, and do not necessarily require a filing cabinet.

c) General Furnishing Items

The guidance area should be relaxed and informal; therefore, furniture choice should avoid an institutional character.

Apart from the necessary furniture needs, appro-

Detail of filing bins, showing organization of filing space for items of various sizes. When raised, lids expose additional usable tackboard. The bins are movable for use in other locations.

priate drapes, paintings and other items to create the desired informal atmosphere are suggested. Provision should be made for coat storage, etc., for visitors.

4. Locked Storage Space

Provision should be made to allow office supplies, tests, film strips, projectors, tape recorders, tackboard material and other similar items to be stored in a lock-up unit.

5. Ontario School Records

The Ontario School Record folders rightfully belong in the general office of the school, maintained by school secretaries and equally accessible to principal, vice-principal and guidance worker.

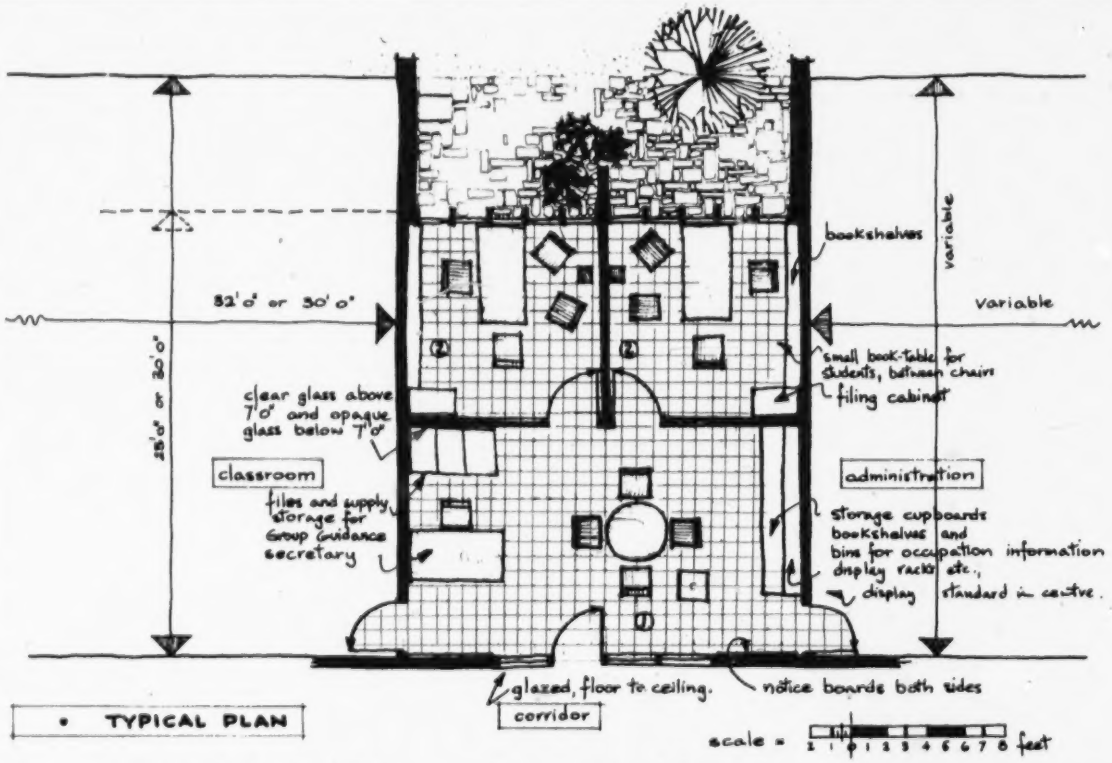
6. Planning Faults to be Avoided

a) Counselling offices should maintain an appropriate heating level and should be well lighted and ventilated. In order to ensure privacy for interviewing, offices should be soundproof and clear glass partitions, except in the upper two feet, should be avoided.
b) Students should not have to pass through the general office in order to reach the Guidance Information Centre. Similarly, students are discouraged from using offices which are difficult to find.
c) Access to the Health Unit or any other facility of this type should not be through the Guidance Unit.
d) Files of occupational and educational information for student use should not be locked away or located so that the student does not have immediate access without application to the counsellor or secretary. Information should be in the open, freely accessible to students for their ready reference Students should be encouraged to take the responsibility of securing information for themselves. This system also frees the counsellor and secretary for other duties.
e) Some guidance units in the past have been supplied with a long hard bench attached to the wall. This type of seating tends to destroy the atmosphere for counselling. The implication is that students must sit and wait for an interview. Waiting should be avoided if possible during school hours. Students should be able to sit comfortably in a chair, to study literature available to them in the Guidance Information Centre.

Typical example of Guidance Information Centre at right. Display rack for pamphlets is at convenient level for average student. At rear are filing bins; note ample tackboard area above bins. Students are comfortable at reading table while waiting for interview.

Guidance counselling room features comfortable chair for student and table for student's books, as well as convenient built-in storage areas below windowsill.

Example of guidance information unit. The sloping racks for pamphlets and magazines are of convenient height and are hinged at top to provide accessible storage space behind.


bookshelves
variable
variable
32'0" or 30'0"
25'0" or 20'0"
small book-table for students, between chairs
filing cabinet
clear glass above 7'0" and opaque glass below 7'0"
classroom
administration
files and supply storage for Group Guidance secretary
storage cupboards bookshelves and bins for occupation information display racks etc., display standard in centre.
glazed, floor to ceiling.
notice boards both sides
corridor
scale = 1ft
2 1 0 1 2 3 4 5 6 7 8 feet

• TYPICAL PLAN

① • INFORMATION CENTRE —

LOCATION:
Next to and connected with general administration officer and guidance classroom. Direct access to corridor.

AREA = approx. 12'0" x 20'0"
FURNISHING SUGGESTIONS: Secretary's desk + chair, telephone, table + chairs for students, storage cupboard, bookshelves, bins for occupation information, notice boards, filing cabinets.
OTHER SUGGESTIONS: FLOOR - resilient material; CONVENIENCE OUTLETS - #2; LIGHTING - 70 foot candles; Acoustic treatment desirable

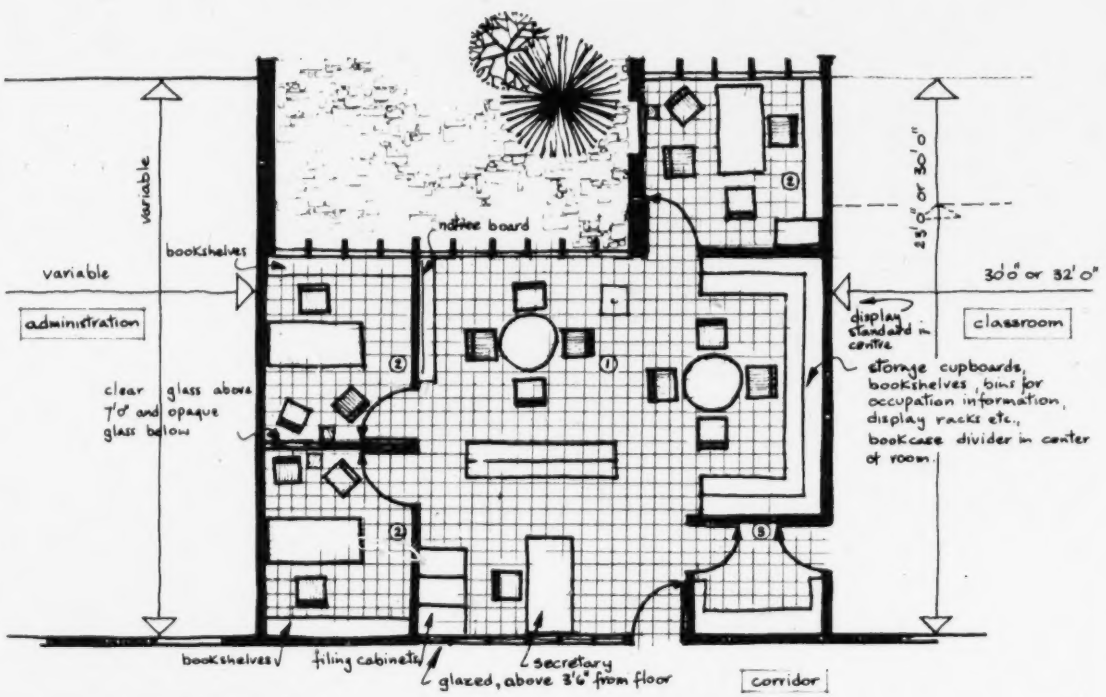
② • COUNSELLING ROOMS —

LOCATION:
Directly off INFORMATION CENTRE

AREA = approx. 10'0" x 10'0"
FURNISHING SUGGESTIONS: Counsellors desk + chair, telephone, #3 students chairs, bookshelves, filing cabinet, students book table
OTHER SUGGESTIONS: FLOOR - resilient material;
CONVENIENCE OUTLET - #1; LIGHTING - 70 foot candles;
ACOUSTIC treatment desirable.

• GENERALLY —

Shelves, tackboard, storage to be provided in classroom, coat storage, drapes, pictures, telephones etc., To be provided.



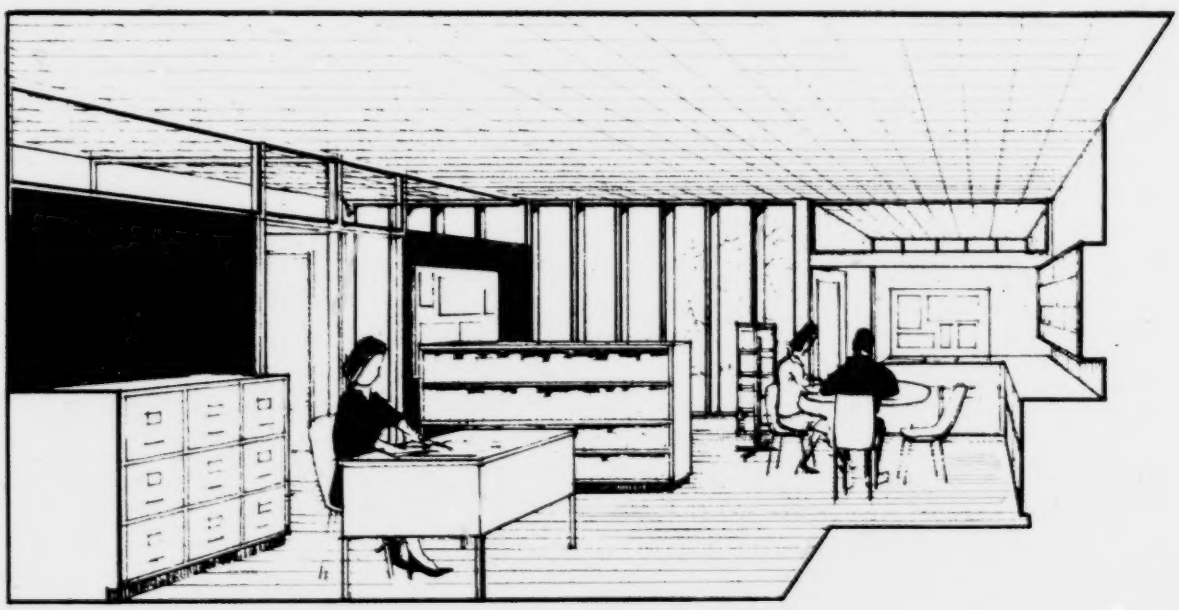
• TYPICAL PLAN

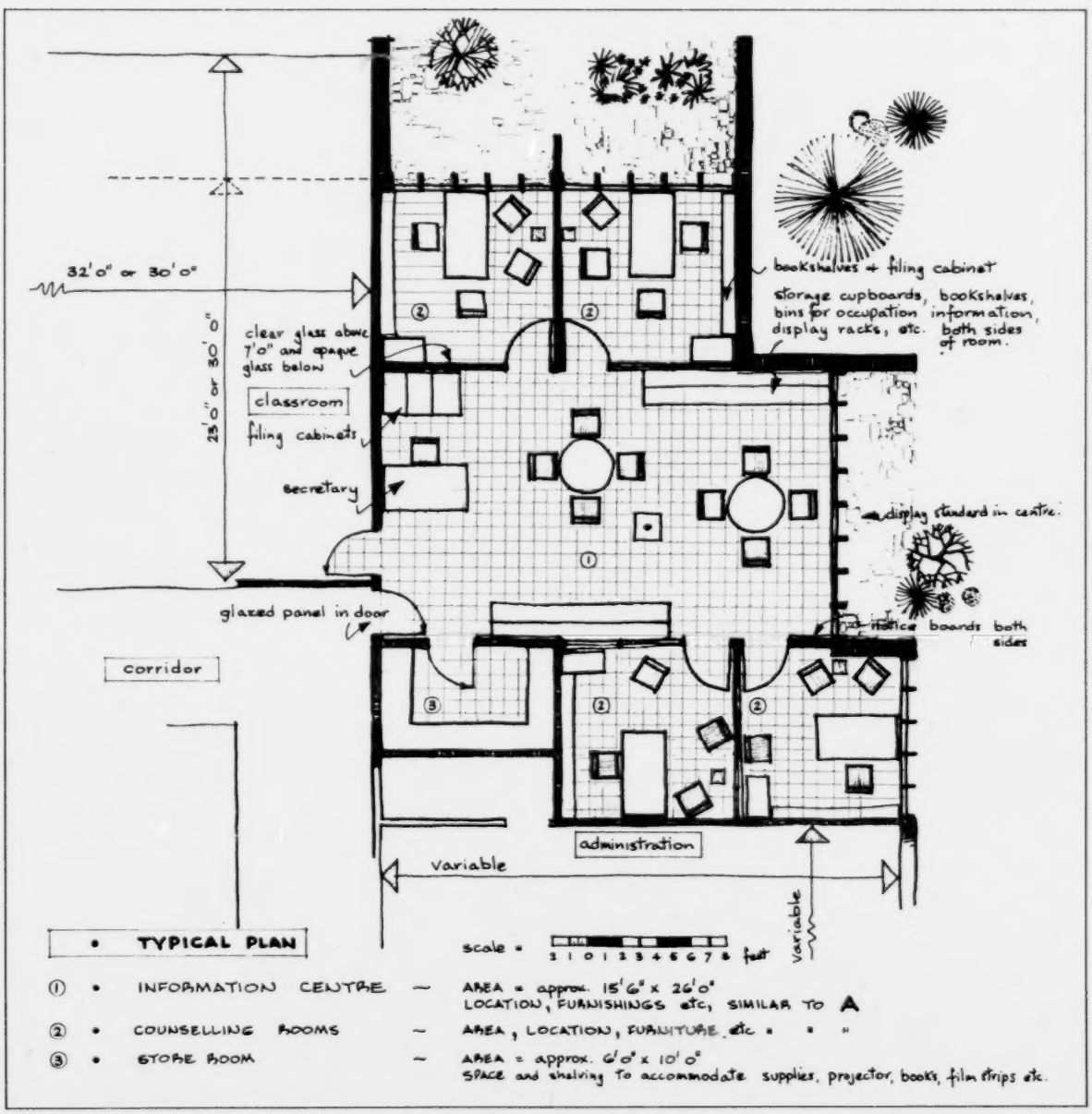
scale: 2 1 0 1 2 3 4 5 6 7 8 feet

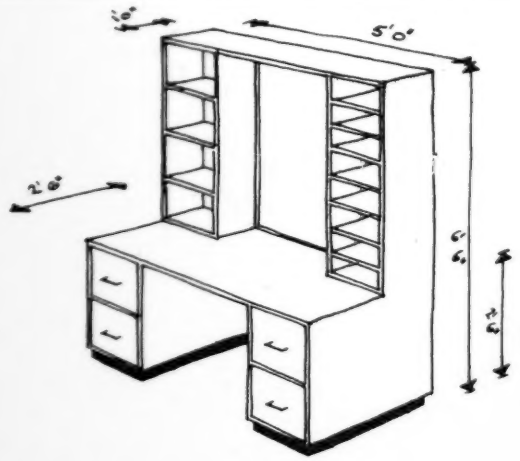
① • INFORMATION CENTRE ~ AREA = approx. 20'0" x 21'6" (including store)
LOCATION, FURNISHINGS etc., SIMILAR TO **A**

② • COUNSELLING ROOMS ~ AREA = approx. 8'0" x 10'0" and 9'0" x 10'0"
LOCATION, FURNISHINGS etc, SIMILAR TO **A**

③ • STORE ROOM ~ AREA = approx. 6'0" x 7'0"
SPACE and shelving to accommodate supplies, projector, film strips, books etc.




32'0" or 30'0"
23'0" or 30'0"
clear glass above 7'0" and opaque glass below
classroom
filing cabinets
secretary
glazed panel in door
corridor
bookshelves + filing cabinet
storage cupboards, bookshelves, bins for occupation information, display racks, etc. both sides of room.
display standard in centre.
notice boards both sides
administration
variable
variable
• TYPICAL PLAN
scale = 3 1 0 1 2 3 4 5 6 7 8 feet
① • INFORMATION CENTRE — AREA = approx. 15'6" x 26'0" LOCATION, FURNISHINGS etc, SIMILAR TO A
② • COUNSELLING ROOMS — AREA, LOCATION, FURNITURE etc = = =
③ • STORE ROOM — AREA = approx. 6'0" x 10'0" SPACE and shelving to accommodate supplies, projector, books, film strips etc.



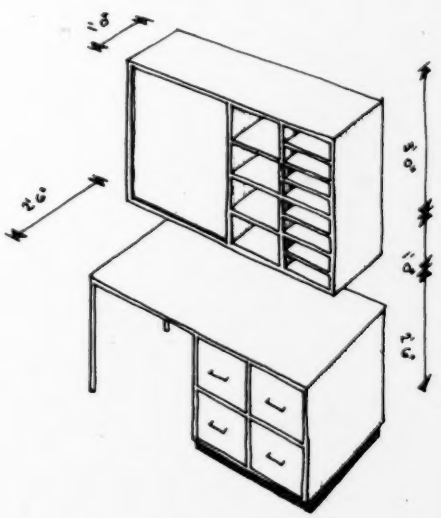
• A STUDENT/COUNSELLOR INFORMATION UNIT

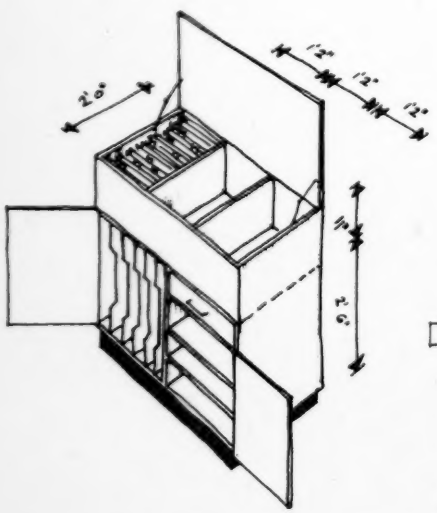
FOR SMALL OFFICES IN A SMALL SCHOOL (LESS THAN 500 STUDENTS)

- bulletin board or pamphlet display rack to be in centre.
- adjustable shelves on left, fixed on right for mimeographed materials etc.
- standard file cabinets: two to be locked for counsellors.

• ALTERNATIVE UNIT

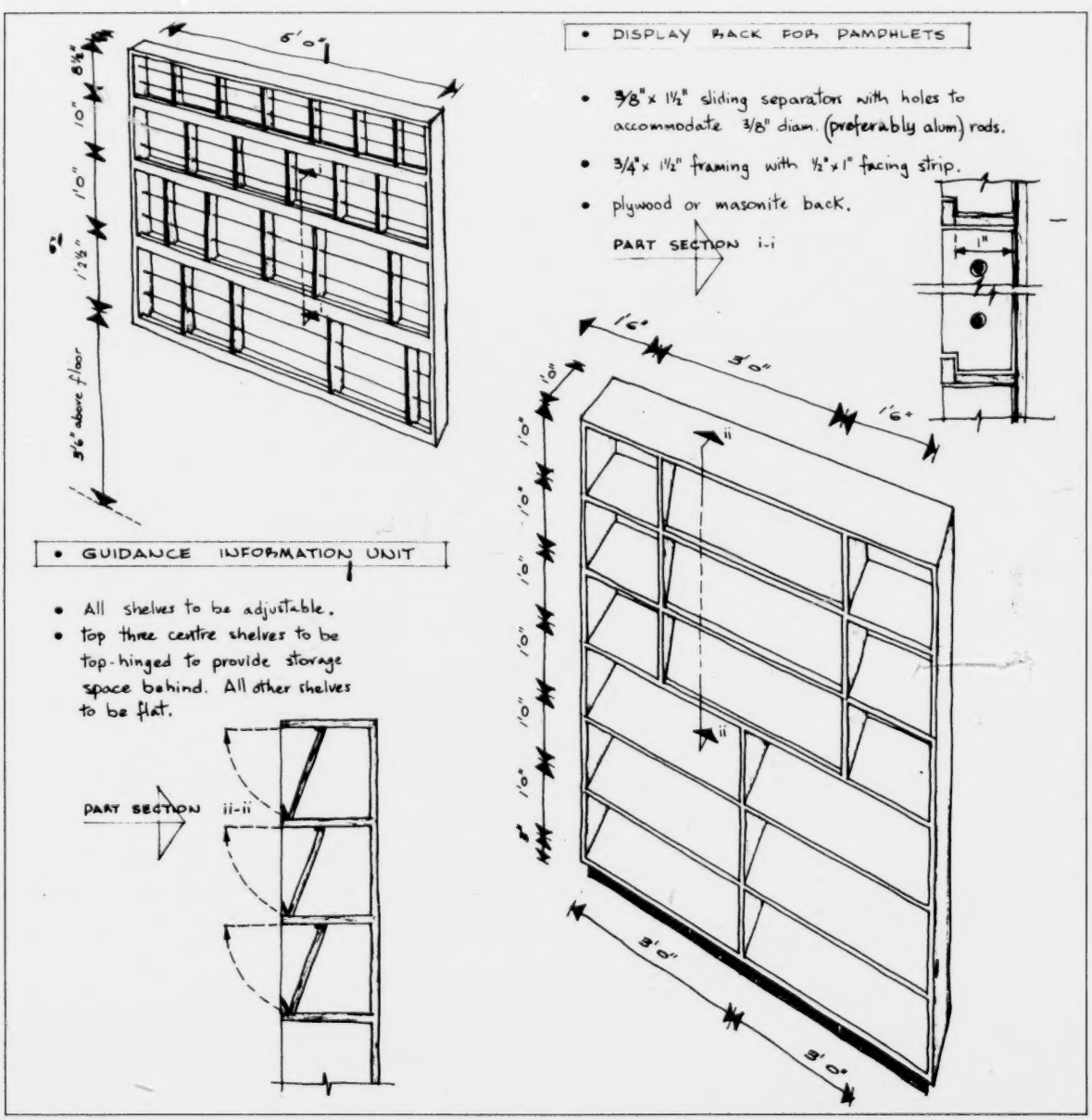
upper section can be fixed to wall.





• FILING BIN

- lid to be hinged, to form bulletin board, when open.
- drawer to be used for checkout slips.
- top three sections to be used for file folders.
- vertical dividers to be used for posters etc.,
- this unit may be on wheels if required.


6'0"
8½"
10"
10"
1'2½"
5'6" above floor
• GUIDANCE INFORMATION UNIT
• All shelves to be adjustable.
• Top three centre shelves to be top-hinged to provide storage space behind. All other shelves to be flat.
PART SECTION ii-ii
• DISPLAY BACK FOR PAMPHLETS
• 3/8" x 1½" sliding separators with holes to accommodate 3/8" diam. (preferably alum.) rods.
• 3/4" x 1½" framing with ½" x 1" facing strip.
• plywood or masonite back.
PART SECTION i-i
1"
1'6"
3'0"
1'6"
1'0"
1'0"
1'0"
1'0"
1'0"
1'0"
3'0"
3'0"